

**CITY OF COLUMBUS
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

1. Reasons for waiving City Code bid procedure:

- ☐ emergency breakdown causing unplanned need
- ☐ item to be purchased is of a perishable nature
- ☐ need to extend an existing contract
- ☐ there is not enough time to obtain formal bids to satisfy need
- ☐ non-price error on either the bidder's or the City's part in the bid proposal
- ☐ a new law or regulation requires immediate compliance
- ☒ * other _____

2. Detailed explanation of reason (must be completed by division):

K.N.S. Services, Inc. installed the original wiring for the security system in the City Hall. This project is to expand and enhance that system in the Treasurer's Office. Involving another contractor would likely lead to higher costs, more time and money. Another contractor working on KNS Services equipment could also lead to errors.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ * written quotations
- ☐ negotiations

4. Informal bids received and prices for each:

Not Applicable.

5. If lowest bid was not accepted, explain criteria for award:

Not Applicable.

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE:
